

**Minutes of the Education Master Plan Committee Meeting
February 27, 2014
Robert Tragarz and Aaron Voelcker, Co-Chairs**

Attendance: Debbie Brooks, Alex Taber, Marilyn Flores, Carolyn Motokone, Anne Hauscarriague, Leah Freidenrich, Rudy Tijptahadi, Melinda Womack, Rebecca Mikhail (student representative); Phil Crabil; Theresa Buck, Dora Contreras-Bright

Santiago Canyon College
Mission Statement

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

AGENDA ITEM	DISCUSSION	TASKS/FOLLOW-UP
1. Approval of Minutes of December 12, 2013		Melinda Womack moved to approve the minutes; Anne Hauscarriague seconded the motion; the minutes were unanimously approved.
2. Report from PIE Meeting	<p><u>Aaron Voelcker:</u> At the last PIE meeting, we discussed the prioritization rubric used with lists from all of the units:</p> <ul style="list-style-type: none"> A. Department prioritized B. Divisions created a priority list C. The Joint Chairs are to create a single priority list for all the Academic Divisions D. The four Vice Presidents have their own lists <p>This is a total of five lists. Every item on each of the five lists must support at least one of the 15 SCC goals. The rubric will also record link to:</p> <ul style="list-style-type: none"> A. the mission statement B. the goals of the Technology Master Plan C. the Facility Plan priorities <p><u>Marilyn Flores:</u> The list should answer the questions of</p> <ul style="list-style-type: none"> A. Is the item aligned? B. How is it aligned? <p>PIE will share their decisions in a process, how? It was suggested that we use the rubric as a test.</p> <p><u>Rick Adams:</u> This is an analogy: A building is rolled out but delayed. We need a shadow schedule. PIE should have a shadow process suggesting a compromise in the first year of the roll-out.</p> <p><u>Aaron Voelcker:</u> At the next PIE meeting, we will work on the idea of what the</p>	

	<p>rubric will be. What is realistic for this first year?</p> <p><u>Marilyn Flores</u>: We should develop a transitional rubric, not a standard rubric. Some critical components will be there:</p> <ul style="list-style-type: none"> • What is common with all of the requests? <p><u>Rick Adams</u>: One criteria for meeting goals was not clear:</p> <ul style="list-style-type: none"> A. Is touching more goals better? B. Are some goals weighted? <p>We need a clear sense of how goals are evaluated.</p> <p><u>Aaron Voelcker</u>: The requirement is that the request meets at least one goal. There is no point value associated so far.</p> <p><u>Debbie Brooks</u>: Let's see how it works and explain why some Departments can use that information for the next year. The process should be equitable this year.</p> <p><u>Aaron Voelcker</u>: There was an informal process in place. We are trying to formalize it for planning.</p> <p><u>Marilyn Flores</u>: From the Joint Chairs:</p> <ul style="list-style-type: none"> A. How is the DPP merged? B. What will the process be? C. There are challenges with the rubric D. Recommendation with the rubric E. Questions <p><u>Aaron Voelcker</u>: We will create the form to shows the requirements if the current rubric is approved by the PIE Committee.</p>	
<p>3. Progress on Achieving SCC Goals (from EMP)</p>	<p><u>Aaron Voelcker</u>: We are approaching the ½ year point of the four year EMP cycle. We need to check in with everyone. The District has asked for an update for their Strategic Objectives. SCC should do the same for the EMP.</p> <p>An EMP action item: Send a survey on each area of improvement to celebrate those improvements we achieved:</p> <ul style="list-style-type: none"> A. Create the survey B. Have the survey approved C. Send the survey to the college community 	
<p>4. Original DPP Plans</p>	<p><u>Alex Taber</u>: I will meet with Rosie to get a history of DPP plans not implemented.</p> <ul style="list-style-type: none"> A. 2007-2008 – mapping of DPP goals to SCC goals 	

	<p>B. Goals SMART – measurable/timeline; what criteria will be used to measure if the goal has been met?</p> <p>C. Cost, year, SCC goal for planning</p> <p>D. Have each department rank its own goals at a Division meeting</p> <p>E. All department goals ranked within the division</p> <p>F. History of funding</p> <p>G. Assessment in DPP database</p> <p>H. An assessment would be conducted 2 years after item was approved to address if it was effective</p> <p><u>Aaron Voelcker</u>: Many of these things are available in Taskstream.</p> <p><u>Rudy Tjiptahadi</u>: There is an action plan reporting form that cannot be totaled in Taskstream but it can be exported to Excel.</p> <p><u>Aaron Voelcker</u>: I am working with the Taskstream representative on what can be done.</p> <p><u>Alex Taber</u>: Assessment Report – what was DPP goal that the action reported? When was it completed?</p>	<p>Alex Taber will check with Rose Enriquez and ask her to attend a meeting or to submit a written paper to the EMPC.</p>
<p>5. DPP Discussion</p>	<p>DPP Discussion:</p> <p>A. Improve</p> <p>B. How viewed</p> <p>C. How utilized</p> <p><u>Debbie Brooks</u>: It will be difficult to start a discussion because there are so many complaints.</p> <p><u>Annie Hauscarriague</u>: I am representing Math and we would like to know if we should put everything in the DDP that we need? We need guidelines on what to include and how much to include.</p> <p><u>Aaron Voelcker</u>: The intent is not to have everything in the DPP.</p> <p><u>Marilyn Flores</u>: We need to differentiate between operational items and safety items.</p>	

Rick Adams: In the English Department, doing the DPP is a matter of routine; DPP/Program Review/Accreditation. However, I think we are talking so much about what we do that we don't have time to do any of it.

Aaron Voelcker: When we dialogue with individuals, we should ask:

- A. What, ideally, do you want to accomplish in the coming year?
- B. What do you need?
- C. What will it cost?

Their response may be, *I need more time to do that and I have no time to think about where I see my program going.*

Our response might be, *we are required to do annual planning and the annual planning process for accreditation, for us, is the DPP.*

How do we integrate that planning process to give time to actually plan?

Rick Adams: There isn't enough time in the process to ride out plans and enjoy the success of planning?

Dora Contreras-Bright: In the past the DPP for Career Services has rolled over because it wasn't taken into consideration. Currently, I scrapped the old plan and actually identified the needs that may be looked at.

Debbie Brooks: DPP can become a history of frustration.

The budget crisis impacted the planning process.

- A. Sustain programs
- B. Planning funds

Aaron Voelcker: How much will it cost to sustain departments? Is that information recorded?

Rick Adams: Take justifications out of the process:

- A. What do you need to sustain your program?
- B. Now, dream . . .

Aaron Voelcker: Why do people have to fight to sustain programs? Money has to be found somewhere. This is not the best process but it is what we have.

Carolyn Motokane: Looking at the DPP, the *Student Success Act* now sets our goals in Counseling as compliance is tied to funding.

6. Tonight's Work Session	We are meeting tonight at 5:00 p.m., across the street at Wise Guys. Come with a laptop and collaborate. You are all invited.	
7. Other	<ul style="list-style-type: none"> • <u>Beginning Fall 2014</u>, the time for the EMPC meeting will be changed to 3:00 – 4:30 p.m. <p><u>Aaron Voelcker</u>: Is the quality of Program Review the responsibility of this Committee?</p> <p><u>Rick Adams</u>: We don't have a structure for supporting individual program reviews.</p>	
Next meeting	March 13, 2013, 2:30 – 4:00 p.m.; We will be looking at the <i>Economics Program Review</i> .	<p>Roberta Tragarz will send a link to the Economics Program Review, and a sample.</p> <p>Rick Adams moved that the meeting be adjourned; Debbie Brooks seconded the motion and the meeting was adjourned at 4:00 p.m.</p>